



Indian Institute of Technology Kanpur

Office of Outreach Activities

Statement of Accounts for Settlement of Temporary Advance

S No	Content	Details
1.	Course Account No. :	IITK/CCE/
2.	Name of advance holder :	
3.	PF No :	
4.	Department/Section :	
5.	Type of Advance :	Contingency / TA
6.	Amount of advance :	₹
7.	Excess amount claimed / Balance deposited : (+/-)	₹

S. No.	Bill No.	Bill date	Party Name	Description of Goods and Services	Total Value of Bill
1					
2					
3					
4					
5					
6					
Total Amount					

I hereby certify that: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased are entered in the Stock Register. 5) Above mentioned expenses are only for course purposes which are not being claimed for reimbursement from anywhere else.

I agree on following rules & conditions: 1) As per order ref. DIR/IITK/2012/OO/011 dt 28th February, 2013 the payment above to ₹ 25000/- has not been made to suppliers, contractors etc. through personal cheques or e-transfer from personal bank a/c. 2) Original invoice with a copy of GST No. & PAN is attached herewith.

<u>Signature of Advance Holder</u>	<u>Signature of Course Coordinator</u>
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For Office of Outreach Activities (OOA) Use Only

Sr No	Content	Details
1	Advance Drawn	₹
2	Expenditure made	₹
3	Excess Amount Claimed	₹
4	Balance Deposited in CCE office	₹
5	Cheque / Book No. & Date	
6	Passed for adjustment	₹
7	Pay Excess Claim of	₹
Assistant	Superintendent	Professor-in-Charge, OOA